

DEPARTMENT OF SOCIAL SERVICES

CHILDREN'S DIVISION

P.O.BOX 88

JEFFERSON CITY, MISSOURI

**WHAT'S INSIDE:**

- Fee increases for copies of Medical Records.

MEMORANDUM

May 23, 2005

TO: REGIONAL EXECUTIVE STAFF, CIRCUIT MANAGERS,  
CHILDREN'S DIVISION AND CHILDREN'S DIVISION  
CLERICAL SUPPORT STAFF

FROM: FREDERIC M. SIMMENS, DIRECTOR

SUBJECT: MEDICAL RECORD FEES

[SECTION 2, CHAPTER 4, ATTACHMENT A](#) AND  
[SECTION 3, CHAPTER 5, ATTACHMENT B](#)

DISCUSSION:

The purpose of this memorandum is to inform staff of a change in the maximum reimbursement rates for paying providers for medical records. Section 191.227, RSMo set the handling and per page fees for medical records at \$15.00 for handling and \$.35 per page for copies. Section 191.227, RSMo was amended in 2002 to provide that effective February 1st of each year, the handling fee and per page fee would be increased or decreased. Effective February 1, 2005, the maximum reimbursement rates for paying providers for medical records increased to \$17.05 for retrieval fees and .40 cents per photocopy page. Provider charges are not to exceed these maximums for services provided on or after February 1, 2005.

When Children's Division staff request and receive medical records from providers, all bills for payment for those records are made by completing a Form CS-65. To complete the CS-65, please update Field 3 (Vendor Type) - CT, Field 4 (Program Area) - CT, Field 14 (Fund Category) - 30, Field 15 (Services Code) - RCRD in this manner on the CS-65. You must list the retrieval fee on one line and the number of photocopy pages on a separate line. If the provider does not have a DVN, please attach a completed SS-60 and IRS Form W-9 (with Federal Tax ID or SSN) with the CS-65, and Central Office will assign the DVN when they are entering the CS-65. Make sure the bill is attached to the CS-65 and send the CS-65 and attachments to the Children's Division Payment Unit, Central Office.

NECESSARY ACTION:

1. Review this memorandum with all Children's Division Staff and Children's Division Clerical Support Staff. Review [Section 2, Chapter 4, Attachment A](#) and [Section 3, Chapter 5, Attachment B](#).
2. Immediately implement the changes discussed in this memorandum.
3. All questions should be cleared through normal supervisory channels.

FS/SW